



## **Town of Granby Department of Library Services**

### **Meeting Room Policy**

The Granby Public Library (Library), including both the Granby Public Library and the F. H. Cossitt Library locations, offers free and open access to everyone and therefore welcomes individuals and groups into our buildings on a regular basis. This policy is designed to address the specific meeting and study room spaces available for public use that are separate from the general use space within the buildings.

#### **Statement of Purpose**

Meeting and study room space may be provided for individuals and groups as part of the Library's program of service. The purpose of this Meeting Room Policy is to establish the rules and procedures by which users of the Library may use the Library's meeting rooms. The Library subscribes to Article IV of the Library Bill of Rights, which states that such rooms should be made available to the public and served on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**The following priorities, in order, are established for scheduling events at the Library:**

1. Library activities, including co-sponsored events and partnerships
2. Friends of the Granby Public Library, the Friends of Cossitt Library, and the Granby Library Association Events
3. Town of Granby (Town), including the Town Manager, Town Departments, all Boards & Commissions, and the Board of Education
4. Meetings or special events by non-profit community groups whose goals are educational, cultural, civic, informational, or recreational
5. Businesses or private individuals presenting free programs, open to the public
6. Businesses or private individuals using the rooms for closed meetings

#### **General Rules and Information**

- Permission to use the meeting rooms by individuals or groups shall be granted by Library Staff under the guidance of the Director of Library Services. Study rooms are available daily on a drop-in basis. The Study Rooms and the Children's Program room may be reserved in advance. Reservations for future or multiple dates must be made by filling out a meeting room application, and applications are accepted up to six months in advance. No more than four meetings may be reserved within a 60 day period. Denial of an application to use a room may be appealed to the Granby Library Board.
- Granting an individual or a group the permission to use a room does not in any way constitute an endorsement of the individual or group's policies, beliefs or actions by the Library or the



Town. All invitations, announcements, press releases, etc. must not state or imply that the event is sponsored by the Library.

- Requests to use Library equipment must be made at the time of the room reservation. Groups who use Library equipment or rooms to show movies must secure all necessary performance rights and agree to indemnify the Library for any failure on their part to do so.
- The Library retains the right to cancel any meeting room reservation granted for emergency and/or operational reasons. The Library will provide as much notice of the cancelled reservation as is possible.
- Library rooms are available at no cost to users; users may not charge admission or make sales.
- Rooms may not be reserved for groups larger than the maximum capacity stated below. It is the responsibility of the applicant to ensure that the maximum capacity is not exceeded.
- Meeting rooms may not be used for activities that are likely to disturb regular Library functions. The Library reserves the right to deny space use requests that are likely to become disruptive to normal Library operations or present a threat of safety to the public and/or the Staff.
- Refreshments may be served with advanced permission from Library Staff.
- Smoking, electronic nicotine delivery system or vapor products, the use of open flames, and the use of alcoholic beverages are not permitted on Library property.
- All meeting room attendees shall agree to indemnify, hold harmless and defend the Town of Granby, the Library, and the Library Board and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the organization's use of the Library's meeting rooms and other facilities.
- All meeting attendees are expected to adhere to the Library Rules of Conduct. Anyone violating Library rules may be asked to leave and/or be denied future use of the facilities.

### Availability

Rooms are available for use during Library hours. Rooms may be used for up to 2 hours per day. This time may be extended at the discretion of the Library Staff based on other requests for the space being used. Activities must end fifteen (15) minutes before Library closing time.

#### Study Rooms

There are two study rooms available at the Library:

- a) The Fox Meeting Room (maximum capacity 20)
- b) Small Study Room (maximum capacity 4)

#### Children's Program Room (maximum capacity 28)

The Children's Program Room at the Library must be reserved in advance and may be used only upon consultation with the Children's Librarian and/or the Director of Library Services.

### Responsibilities of Users



- Individuals requesting to reserve a room for future date(s), either for personal use or on behalf of a group or organization must complete an “Application to Reserve a Town Facility” before the first scheduled meeting.
- Individuals requesting use of a room on a same day drop-in basis must provide the Library Staff with the following information: name, contact information, and number of people attending.
- Cancellation of room use: It is the responsibility of the user to notify the Library Staff if a meeting is canceled.
- **The person reserving the room assumes responsibility for proper supervision of the group, restoring the room to the same condition in which it was found (including clean-up and trash removal), and informing the Library Staff when the meeting has ended. Users may be held responsible for any damage or loss to Town property.**
- An adult who reserves a room on behalf of a group of children or teens shall assume full responsibility for the entire group from the time its members arrive until the last has left the premises.
- Lights must be on and the blinds open while the room is in use.
- Windows may be opened with permission from the Library Staff.
- The door will remain unlocked.

*Approved by Granby Library Board June 11, 2001*

*Amended February 10, 2003*

*Revised June 2008*

*Revised and approved by Granby Library Board March 10, 2014*

*Revised and approved by the Granby Library Board March 11, 2019*